C.M.
1917

146 of 1917
1.

P-9

G. R. S. IX-5]

Previous references.
G.P. 12-16 & 1 No 72, 76, 87, 89, 113, 122.
G.P. 24-15 ,, 284 52
G.M. 80-14 ,, 104 13
G.M. 357-15 ,, 1-5
G.Q. 6011-60 & 27th May 1902

1917.

(G.M. +)

Later references.
P&S 3-21 Sl (167 & 145)

File No. 146-17

Serial Nos. 1.

Reserve
15.11.17

GENERAL AND REVENUE SECRETARIAT.

Serial Nos.

Part B for July '917

SUBJECT.

Rules regulating the use of papers and Stationary

811. To The Superintendent Govt Stores
The Heads of Departts
The D.Cs of Districts
No G-433-82 of 14-7-17

Issues instructions regarding economy in the use of papers & other articles of Stationary.

W D 58—GPB—50,000—24-7-16

MR Sastri
29-9-17

G. R. S. 11] 1917.

GENERAL AND REVENUE SECRETARIAT.

(Gen)

NOTES.

File No. 146-17

FILE HEADING.

Revision of Stationary rules

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

NOTES—First Sheet.

WD 1233—GPB—60,000—1-12-16—S.

G. R. S. III-2]

General and Revenue Secretariat. | G/Pa File No. 146 of 1917.

Serial No.

NR 50 — 17
6.7.17

Extract from the First members remarks in para 14 on page 4 of G.P file No 12-16; 72, 76 87, 89, 113, 122

" - - - - - - - -

--- it is high time ~~that~~ the rules ~~relating~~ regulating the supply of such articles of Stationery like the coloured pencils, be revised. There is a lot of preventable wash, I feel in this dept- The question will be worked up"

(sd) M. L. 10/6

(sd) D. M. N. 11/6

The file containing the above extract is put up. Submitted with the G.O No G 6011-60 d 27.5.04 publishing revised rules regulating the supply & consumption of Stationery and printed forms in the public offices of the State Bue 6.7.17 If approved this question may be linked with NR 32. C draft circular regarding Economy in the use of Stationery during War time) This was submitted on 5.7.17

Pme 6.7.17 A reference is invited to the rules in the linked file.

First Member 7/9/7/17

NOTE—Contn. sheet.

WR 32
WR 50. 3

G.R.S. III—3]

Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

WR 32
4.7.17

1) Circular issuing instructions regarding the economy to be observed in the use of articles of Stationery etc. and also embodying certain rules to regulate the supply of Stationery is submitted for approval

DAG
5-7-17

2) A draft Circular directing certain reductions in the supply of articles of Stationery is put up.

3) The Madras order on the Subject is flagged B.

4) In Madras the Curtailment in the supply of paper has been specifically referred to [illegible] in the draft order now put up, it is said that the supply of paper may be reduced by 15 per cent. It is believed that great Care is taken in the use of paper, every office may get on with 85 per cent of the present supply.

5) Circular

May issue
14.7.17

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

W.D. 84—GPB—60,000—20-7-16

239
11.7.17

Issue at once
14/7/17

WD 1233—GPB—60,000—1-12-16—S.

G. R. S. III-2

General and Revenue Secretariat.

File No. 146 of 1917.

Serial No.	
1	To The Superintendent Govt Stores The Heads of Depts The Dcs of Districts No. 433-82 of 14.7.1917 Issues instructions regarding economy in the use of paper & other articles of Stationery.

NOTE—Contn. sheet.

100 Copies

No. G. 433-82

G.M. 146-17-1

CIRCULAR

14-7-1917.

1. The need for economy in the use of imported paper and other articles of stationery was pointed out in Government Circulars Nos. G. 1803-52/G.M.80-14-13, G. 11372-422/G.P.24-15-52 and G. 13209-69 G.M.357-15-3 dated 19th August 1914, 14th February 1916 and 22nd March 1916 respectively.

Flag B
Flag D
Flag S

2. Since the issue of these circulars there has been an appreciable increase in the price of all kinds of paper and other stationery articles, necessitating greater economy in their use and it is becoming increasingly necessary to keep down the expenditure within bounds. Government are therefore constrained to direct that during the continuance of the European War the following reductions in the supply of stationery be made:-

(1) The supply of demi-official note papers and covers to Officers below the grade of Deputy Commissioners will be discontinued.

(2) The supply of Blotting paper wil be reduced from 4 to 2 sheets in the case of Gazetted Officers.

(3) The scale of supply of Steel nib will be reduced from 8 to 6 per mensem in the case of Gazetted Officers and from 8 to 4 in the case of others.

(4)

(4) The supplies of tags and paper fastners will be reduced by 25 per cent.

(5) No red and blue pencils need be supplied to non-gazetted Officers while the supply to Gazetted Officers will be reduced by 50 per cent.

(6) Except where it is absolutely necessary no indent for red ink powder need be complied with.

(7) The supply of paper may be reduced by 15 per cent.

(8) Goose quills need not be supplied to anybody while pen-holders may be reduced up to 50 per cent.

3. The following instructions are also issued:-

(1) Large covers should not be used where small ones can be used without any inconvenience.

(2) No file boards will be issued to any Office which has not been supplied with them till now.

(3) When not more than four copies of typewriting matter are to be taken - ordinary white paper should be used in preference to manifolding paper.

(4). The use of double sheets for Official Correspondence should be avoided where single sheets will suffice.

Government once again desire to impress upon all indenting Officers

the very great need for observing the utmost economy in the use of articles of stationery and desire that the Superintendent, Government Stationery , shall scrutinize all indents with great care and reduce in communication with the indenting departments such demands in respect of the articles not specified above as may appear to him excessive.

10/7/17

By Order,

10/9/17 Secy to Govt
Gen: Dept.

To The Supdt: Govt: Stationery
The Dy Comms: of Dts -
The Heads of Departments.

SVS.

Paper and other Articles of Stationery.

No. G. 433-82 / G. M. 146-17-1

GOVERNMENT OF H. H. THE MAHARAJA OF MYSORE,
GENERAL AND REVENUE SECRETARIAT,
Dated 14th July 1917.

CIRCULAR.

1. The need for economy in the use of imported paper and other articles of stationery was pointed out in Government Circulars Nos. G. 1803-52—G. M. 80-14-13, G. 11372-422—G. P. 24-15-52 and G. 13209-69—G. M. 357-15-3, dated 19th August 1914, 14th February 1916 and 22nd March 1916, respectively.

2. Since the issue of these circulars, there has been an appreciable increase in the price of all kinds of paper and other stationery articles, necessitating greater economy in their use and it is becoming increasingly necessary to keep down the expenditure within bounds. Government are therefore constrained to direct that during the continuance of the European War, the following reductions in the supply of stationery be made:—

(1) The supply of demi-official note papers and covers to officers below the grade of Deputy Commissioners will be discontinued.
(2) The supply of blotting paper will be reduced from four to two sheets in the case of Gazetted Officers.
(3) The scale of supply of steel nibs will be reduced from eight to six per mensem in the case of Gazetted Officers and from eight to four in the case of others.
(4) The supplies of tags and paper fasteners will be reduced by 25 per cent.
(5) No red and blue pencils need be supplied to non-gazetted officers while the supply to Gazetted Officers will be reduced by 50 per cent.
(6) Except where it is absolutely necessary, no indent for red ink powder need be complied with.
(7) The supply of paper may be reduced by 15 per cent.
(8) Goose quills need not be supplied to anybody while pen-holders may be reduced up to 50 per cent.

3. The following instructions are also issued:—

(1) Large covers should not be used where a small one can be used without any inconvenience.
(2) No file boards will be issued to any office which has not been supplied with them till now.
(3) When not more than four copies of typewriting matter are to be taken ordinary white paper should be used in preference to manifolding paper.
(4) The use of double sheets for official correspondence should be avoided where single sheets will suffice.

Government once again desire to impress upon all indenting officers the very great need for observing the utmost economy in the use of articles of stationery and desire that the Superintendent, Government Stationery, shall scrutinize all indents with great care and reduce in communication with the indenting departments such demands in respect of the articles not specified above as may appear to him excessive.

By Order,
D. M. NARASINGA RAO,
Secy. to Govt., Gen. Dept.

To—The Superintendent, Government Stationery.
The Deputy Commissioners of Districts.
The Heads of Departments.

Exd.—C. R.

Government of His Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. G. 433-82—G. M. 146-17-1, dated 14th July 1917.

Paper and other Articles of Stationery.

Issues instructions regarding economy in the use of ——.

W D A198—GPB—1-8-17—310